

Monday, December 7, 2015 – 6:00 p.m.

AGENDA

1. Request to amend Item No. 5 of the November 2, 2015 Agenda.
2. Request to approve the minutes of the November 2, 2015 Personnel Board meeting.
3. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received November 2015.
 1. Patricia Mera Education and Community Services
 2. William Carter Police Department
 3. Angela Diaz Public Safety Communications
4. Report of Leave without Pay for November 2015.
5. Report of Civil Service Appointments for November 2015.
 1. Roberto Gonzalez Community Development
 2. Hector Ranzola Streets Department
6. Report of Civil Service Resignations for November 2015.
 1. Betty Redondo Finance Department
 2. Mark S. Colon Fire Department
 3. Rickie A. Garcia Fire Department
 4. Alejandro A. Heredia Fire Department
 5. Norma E. Diaz Office of Management & Budget Department
 6. Bryan Gonzalez Police Department
 7. Rey Quintero Police Department
 8. Hansel Verdud Police Department
 9. Cesar Castillo Public Works
7. Report of Maternal/Paternal Leave for November 2015. **None.**
8. Report of Leave of Absence for November 2015. **None.**

9. Request to certify the eligibility list for **Accounting Clerk I.**
10. Request to certify the eligibility list for **Parks and Crew Journeyman.**
11. Request to certify the eligibility list for **Receptionist.**
12. Request to conduct a Civil Service examination for the **Assistant Director of Education & Community Services (Elizabeth Miro)** position with the following criteria:
 - a. In-house, Non-competitive
 - b. 60% Oral
 - c. 40% Education/Experience
 - d. Must obtain a minimum of 70% on the oral portion.
 - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.Copy of the job description and resume are attached. (No eligibility list on file.)
Range 02 – Management
13. Request to conduct a Civil Service examination for the **Assistant Director of Recreation (Edward R. Acosta)** position with the following criteria:
 - a. In-house, Non-competitive
 - b. 60% Oral
 - c. 40% Education/Experience
 - d. Must obtain a minimum of 70% on the oral portion.
 - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.Copy of the job description and resume are attached. (No eligibility list on file.)
Range 01 – Management
14. Request to conduct a Civil Service examination for the **Budget Analyst (Melissa Hernandez)** position with the following criteria:
 - a. In-house, Non-competitive
 - b. 60% Oral
 - c. 40% Education/Experience
 - d. Must obtain a minimum of 70% on the oral portion.
 - e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.Copy of the job description and resume are attached. (No eligibility list on file.)
Range 32 – \$1,418 - \$2,904 Bi-weekly

15. Request to conduct a Civil Service examination for the **Director of Human Resources (Gelien Perez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 03 – Management

16. Request to conduct a Civil Service examination for the **Director of Parks & Recreation (Joseph M. Dziedzic)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 02 – Management

17. Request to conduct a Civil Service examination for the **Education Supervisor (Maria Toca and Sharon J. Dziedzic)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 01 – Management

18. Request to conduct a Civil Service examination for the **Office Coordinator (Lia M. Garcia - Education & Community Services)** position with the following criteria:

- a. In-house, Non-competitive e
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 01 – Management

19. Request to conduct a Civil Service examination for the **Parks & Recreation Supervisor (William Sanchez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 01 – Management

20. Request to conduct a Civil Service examination for the **Police Extra Duty Coordinator (Natalie Ruiz)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 01 – Management

21. Request to conduct a Civil Service examination for the **Recreation Programs Supervisor (Jose E. Garcia)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 01 – Management

22. Request to conduct a Civil Service examination for the **Recreation Special Programs Supervisor (Sharon J. Dziedzic)** position with the following criteria:

- a. In-house, Non-competitive
- b. 60% Oral
- c. 40% Education/Experience
- d. Must obtain a minimum of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% to be placed on the eligibility list.

Copy of the job description and resume are attached. (No eligibility list on file.)

Range 01 – Management

23. Request to approve the **new** civil service classification and job description for the position of **Assistant to the Director - ADM.**

Copy of **new** job description is attached.

Range 01 - Management

24. Request to approve the **new** civil service classification and job description for the position of **Business Tax Specialist I.**

Copy of **new** job description is attached.

Range 48 - \$1,099 - \$2,213 Bi-weekly

25. Request to approve the **new** civil service classification and job description for the position of **Business Tax Specialist II.**

Copy of **new** job description is attached.

Range 49 - \$1,138 - \$2,402 Bi-weekly

26. Request to approve the **new** civil service classification and job description for the position of **Engineer II.**

Copy of **new** job description is attached.

Range 54 - \$1,671 - \$3,316 Bi-weekly

27. Request to approve the **new** civil service classification and job description for the position of **Senior Accountant.**

Copy of **new** job description is attached.

Range 55 – \$1,785 - \$3,486 Bi-weekly

28. Request to approve the **new** civil service classification and job description for the position of **Water and Sewer Engineer.**

Copy of **new** job description is attached.

Range 49 - \$1,138 - \$2,402 Bi-weekly

29. Request to approve the **revised** job description for the position of **Business Tax Inspector I.**

Copy of **revised** job description is attached. (No eligibility list on file.)

Range 50 - \$1,303 - \$2,535 Bi-weekly

30. Request to approve the **revised** job description for the position of **Business Tax Inspector II.**

Copy of **revised** job description is attached. (No eligibility list on file.)

Range 51 - \$1,320 - \$2,692 Bi-weekly

31. Request to hear **Unfinished Business.**

32. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: Monday, January 4, 2016 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.